



Tao Complex Care

52 East Parade, Harrogate, North Yorkshire, HG1 5LT



4. Policy

4.1 Tao Complex Care will record, and, where necessary, report to the relevant authorities, all incidents which occur in connection with its service activities. Incidents of all types, whether or not they result in actual injury or property damage, will be recorded and investigated.

4.2 All incidents which involve employees, contractors, visitors, members of public and Service Users that occur at the premises of Tao Complex Care will be recorded and investigated.

4.3 Incidents which occur in connection with our service activities and affect our employees or Service Users at any location will be recorded and investigated.

4.4 All accidents, incidents and near misses will be recorded on an appropriate form which may be held in paper or electronic copy. All completed reports will be stored in accordance with UK GDPR principles, policies and procedures.